



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

OCTOBER 18, 2021

### AGENDA

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**Council Chambers**

**Regular Meeting**

**8:30 AM**

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**4303 S. CENTER ROAD  
BURTON, MI 48519**

**A. ROLL CALL**

**B. STAFF PRESENT**

**C. ADMINISTRATIVE REPORT**

1. Revenue and Expenditure Report as of 10-6-2021

**D. APPROVAL OF MINUTES**

1. Downtown Development Authority - Regular Meeting - Aug 16, 2021 8:30 AM
2. Downtown Development Authority - Regular Meeting - Sep 20, 2021 8:30 AM

**E. AUDIENCE PARTICIPATION**

Now is the time set-aside for members of the audience to address the Burton Downtown Development Authority. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

**F. BOARD RECOMMENDATION AND/OR ACTION**

1. Discussion and possible action on the Downtown Development Authority contributing to the purchase of new Holiday Decorations for the city.
2. Approve and Authorize payment of \$163.48 for Christmas Decorating Contest and Weed Cutting Mailers from GL # \_\_\_\_\_.

**G. BOARD DISCUSSION**

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, NOVEMBER 15, 2021 @ 8:30 AM.**



**SCHEDULED**

**INFORMATION ITEM (ID # 5215)**

Meeting: 10/18/21 08:30 AM

Department: Controller's Office

Category: Finance

Prepared By: Jodi J. Holbrook

Department Head: Jodi J. Holbrook

**C.1**

DOC ID: 5215

## **Revenue and Expenditure Report as of 10-6-2021**

**ATTACHMENTS:**

- DDA R&E 10-6-21 (PDF)

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON  
 PERIOD ENDING 10/31/2021  
 % Fiscal Year Completed: 33.70

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

| GL NUMBER                                   | DESCRIPTION                         | 2021-22<br>AMENDED BUDGET | YTD BALANCE<br>10/31/2021<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 10/31/2021<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BUDGET<br>USED |
|---------------------------------------------|-------------------------------------|---------------------------|------------------------------------------------|---------------------------------------------------------|-------------------------------------------|------------------|
| Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY  |                                     |                           |                                                |                                                         |                                           |                  |
| Revenues                                    |                                     |                           |                                                |                                                         |                                           |                  |
| Dept 0000                                   |                                     |                           |                                                |                                                         |                                           |                  |
| 5013-0000-403.0000                          | CURRENT TAX REVENUE                 | 36,000.00                 | 34,809.52                                      | 267.43                                                  | 1,190.48                                  | 96.6             |
| 5013-0000-666.0000                          | INVESTMENT INTEREST                 | 3,000.00                  | 0.00                                           | 0.00                                                    | 3,000.00                                  | 0.0              |
| Total Dept 0000                             |                                     | 39,000.00                 | 34,809.52                                      | 267.43                                                  | 4,190.48                                  | 89.2             |
| TOTAL REVENUES                              |                                     | 39,000.00                 | 34,809.52                                      | 267.43                                                  | 4,190.48                                  | 89.2             |
| Expenditures                                |                                     |                           |                                                |                                                         |                                           |                  |
| Dept 0000                                   |                                     |                           |                                                |                                                         |                                           |                  |
| 5013-0000-757.0000                          | OPERATING EXPENDITURES              | 500.00                    | 0.00                                           | 0.00                                                    | 500.00                                    | 0.0              |
| 5013-0000-808.0000                          | AUDIT & OTHER PROFESSIONAL SERVICES | 500.00                    | 24.20                                          | 0.00                                                    | 475.80                                    | 4.8              |
| 5013-0000-826.0000                          | LEGAL                               | 500.00                    | 0.00                                           | 0.00                                                    | 500.00                                    | 0.0              |
| 5013-0000-879.0000                          | PUBLIC RELATIONS                    | 1,000.00                  | 0.00                                           | 0.00                                                    | 1,000.00                                  | 0.0              |
| 5013-0000-880.0000                          | COMMUNITY DECORATIONS               | 8,000.00                  | 669.45                                         | 0.00                                                    | 7,330.55                                  | 8.3              |
| 5013-0000-938.0000                          | LANDSCAPE/MAINTENANCE               | 3,400.00                  | 0.00                                           | 0.00                                                    | 3,400.00                                  | 0.0              |
| 5013-0000-956.0000                          | MISCELLANEOUS                       | 2,000.00                  | 0.00                                           | 0.00                                                    | 2,000.00                                  | 0.0              |
| 5013-0000-999.1001                          | TRANSFER TO GENERAL FUND            | 2,000.00                  | 0.00                                           | 0.00                                                    | 2,000.00                                  | 0.0              |
| 5013-0000-999.2007                          | TRANSFER TO POLICE FUND             | 5,000.00                  | 0.00                                           | 0.00                                                    | 5,000.00                                  | 0.0              |
| 5013-0000-999.4001                          | TRANSFER TO CAPITAL IMPROV.         | 3,000.00                  | 0.00                                           | 0.00                                                    | 3,000.00                                  | 0.0              |
| Total Dept 0000                             |                                     | 25,900.00                 | 693.65                                         | 0.00                                                    | 25,206.35                                 | 2.6              |
| TOTAL EXPENDITURES                          |                                     | 25,900.00                 | 693.65                                         | 0.00                                                    | 25,206.35                                 | 2.6              |
| Fund 5013 - DOWNTOWN DEVELOPMENT AUTHORITY: |                                     |                           |                                                |                                                         |                                           |                  |
| TOTAL REVENUES                              |                                     | 39,000.00                 | 34,809.52                                      | 267.43                                                  | 4,190.48                                  | 89.2             |
| TOTAL EXPENDITURES                          |                                     | 25,900.00                 | 693.65                                         | 0.00                                                    | 25,206.35                                 | 2.6              |
| NET OF REVENUES & EXPENDITURES              |                                     | 13,100.00                 | 34,115.87                                      | 267.43                                                  | (21,015.87)                               | 260.4            |
| BEG. FUND BALANCE                           |                                     | 237,176.86                | 237,176.86                                     |                                                         |                                           |                  |
| NET OF REVENUES/EXPENDITURES - 2020-21      |                                     |                           | 27,774.23                                      |                                                         | 27,774.23                                 |                  |
| END FUND BALANCE                            |                                     | 250,276.86                | 299,066.96                                     |                                                         |                                           |                  |

Attachment: DDA R&E 10-6-21 (5215 : Revenue and Expenditure Report as of 10-6-2021)



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

AUGUST 16, 2021

### MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:30 AM.

#### A. ROLL CALL

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Joey Richvalsky | Chair         | Present |         |
| Steve Coates    | Vice Chairman | Present |         |
| Larry Stapleton | Commissioner  | Present |         |
| Neil Martz      | Commissioner  | Present |         |

#### B. STAFF PRESENT

Charles Abbey, DPW Director  
Katie Malin, Clerk's Office

#### C. ADMINISTRATIVE REPORT

Mr. Abbey stated that the DPW will be mowing commercial lots today in the DDA District in preparation for Back to the Bricks. Due to the ordinance, they are not allowed to charge the business because they are not 10 inches or more. We need to look into changing our ordinance because depending on the area, 10 inches is excessive in some areas and other areas, it is not.

Mr. Richvalsky stated I appreciate that.

Mr. Martz stated one way to address the grass mowing issue in the DDA since we already have the district divide, we could set a limit within that commercial district. Has the right of way area been turned back as far as soil erosion is concerned? Have you accepted the restoration from the contractor or is that still open?

Mr. Abbey stated that is still open.

Mr. Martz stated then we could do this for the benefit of the soil erosion.

Mr. Abbey stated the contractors did a walk through and now were going to tighten up any loose ends. I agree with what you said in regards to the ordinance. We are working on it internally then will take it to City Council and address it.

Mr. Coates stated we did overlay the ordinance in 2018. We had talked about paying a company to come in and mow the grass in a few areas. If the DPW will mow it and we have to pay them, I think we would all agree to do that for this particular circumstance. My concern is the greenbelt area on Columbine Avenue. I heard currently the owner of North Sea Restaurant is mowing it. I don't know if he plans on mowing it or if we will need to hire someone to come in and keep it mowed?

Minutes Acceptance: Minutes of Aug 16, 2021 8:30 AM (Approval of Minutes)

Mr. Abbey stated we are getting some ideas on cost to beautify that area. The owner of North Sea Restaurant and the pastor of the church have been mowing it. Until we get the details figured out the city will keep it maintained.

Mr. Richvalsky stated he would like to digress back to the contractor and the resurfacing project on South Saginaw Street. There were a number of trees removed during the project. Are those trees going to be replaced at the cost of the contractor.

Mr. Abbey stated I know we had a conversation about some of the trees that were removed. I will talk to the city engineer today.

Mr. Coates stated there are still barrels, cones and metal signs that are piled up at the old Lloyd Tool Building. On the north side of Friel Street and South Saginaw Street there is still sand in the curb, who is responsible for that.

Mr. Abbey stated that would be the contractor, Zito Construction.

Mr. Coates stated I talked to Mr. Fenner and after the torrential rain we had, the road washed out on Whittemore Street and Saginaw Street. There is stone and gravel in the lower part of the road. We may need someone to go talk to A & M Transmission because it appears to have come from the gravel road behind their building.

Mr. Abbey stated I will take care of that, it would be their responsibility.

Mr. Martz stated he would like to give the board an update on the greenbelt area at Columbine Avenue. Fenton Surveying and Engineering Company did put together a site plan free of charge. Last week, I dropped off copies to Mr. Abbey. Next, I will be talking with Zito Construction.

#### D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jul 19, 2021 8:30 AM

|                  |                                      |
|------------------|--------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>          |
| <b>MOVER:</b>    | Steve Coates, Vice Chairman          |
| <b>SECONDER:</b> | Neil Martz, Commissioner             |
| <b>AYES:</b>     | Richvalsky, Coates, Stapleton, Martz |

#### E. AUDIENCE PARTICIPATION

Gregory Fenner, G4071 South Saginaw Street, Burton, Michigan stated as far as mowing, we have discussed an overlay. If it is something Mr. Abbey would like to take up with the Legislative Committee we would be happy to look into it. I am sure it needs to be addressed in other areas of the city as well. South Saginaw Street looks great. I would like to commend the administration, the city, and everyone involved in that project. I've received a lot of great feedback. The DDA is doing a wonderful job. I just wanted to let you all know that the ordinance regarding the donation boxes will be going into effect, so we should see those getting cleaned up. Thank you, to the DDA, the administration, and the Clerk. Keep up the good work.

#### F. BOARD DISCUSSION

Mr. Martz asked, do we want to discuss the Christmas Decorations?

Minutes Acceptance: Minutes of Aug 16, 2021 8:30 AM (Approval of Minutes)

Mr. Abbey stated the City Council did allocate money in their budget for Christmas decorations. It will take time, we want to look at some different ideas and make sure it is done right.

Mr. Coates said, I noticed Bill Carr Signs put up the banners for Back to the Bricks, will that bill get passed to us? I spoke to Al Hatch from Back to the Bricks at an event and he reminded me that the former Mayor committed the city to footing the bill for those to be put up.

Mr. Abbey stated I am not sure about the discussion with Mr. Hatch. Steve Hobson from Back to the Bricks, called and said they would like to get the banners and that they would be responsible for getting them put up. Then, Bill Carr Signs did pick them up from the DPW. As far as who gets the bill, I won't know until we get a bill.

Discussion continued regarding banner poles in the DDA District.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY,  
SEPTEMBER 20, 2021 @ 8:30 AM.**

Meeting was adjourned at 9:03 AM.

Minutes Acceptance: Minutes of Aug 16, 2021 8:30 AM (Approval of Minutes)



# CITY OF BURTON

## BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

SEPTEMBER 20, 2021

### MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD  
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:30 AM.

#### A. ROLL CALL

| Attendee Name   | Title         | Status  | Arrived |
|-----------------|---------------|---------|---------|
| Joey Richvalsky | Chair         | Present |         |
| Steve Coates    | Vice Chairman | Present |         |
| Larry Stapleton | Commissioner  | Excused |         |
| Neil Martz      | Commissioner  | Present |         |
| Nate Henry      | Board Member  | Present |         |

#### B. STAFF PRESENT

Katie Malin, Clerk's Office

#### C. ADMINISTRATIVE REPORT

None.

#### D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Aug 16, 2021 8:30 AM

Mr. Coates made a motion to table the minutes. He stated he did not have a copy to look over.

|                 |                                  |
|-----------------|----------------------------------|
| <b>RESULT:</b>  | <b>TABLED [UNANIMOUS]</b>        |
| <b>AYES:</b>    | Richvalsky, Coates, Martz, Henry |
| <b>EXCUSED:</b> | Stapleton                        |

#### E. AUDIENCE PARTICIPATION

None.

#### F. BOARD RECOMMENDATION AND/OR ACTION

1. Introduction of new DDA Appointment Nate Henry.

Mr. Richvalsky welcomed Mr. Henry and stated what a great asset he will be to the Downtown Development Authority.

2. Discussion on exploring the possibility of a stipend for the DDA Board Members.

Downtown Development Authority discussed the possibility of a stipend and the MCL Recodified Tax Increment Financing Act (Excerpt) Act 57 of 2018.

### 3. Discussion and Possible Action on Christmas Decorating Contest in the DDA District.

Downtown Development Authority discussed continuing the decorating contest, dollar amounts for prizes and asking Mayor Haskins, State Representative Sneller and County Commissioner Ellenburg to judge the contest.

1. Motion to promote a holiday decorating spirit challenge for the DDA businesses by having a Christmas storefront decorating contest with the following cash prizes; first place \$300.00, second place \$200.00 and third place: \$100.00.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Neil Martz, Commissioner         |
| <b>SECONDER:</b> | Nate Henry, Board Member         |
| <b>AYES:</b>     | Richvalsky, Coates, Martz, Henry |
| <b>EXCUSED:</b>  | Stapleton                        |

## G. BOARD DISCUSSION

Downtown Development Authority discussed Fenton Surveying and Engineering Company site plan for entryway project, tree trimming, new donation container ordinance, removed banner pole next to Gill-Roy's Hardware, that they would like to have a representative from the DPW at their meetings, issues in need of repair within the DDA District and sending out a letter to the DDA businesses with reminders of lawn mowing, trees and curbs.

**THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, OCTOBER 18, 2021 @ 8:30 AM.**

Meeting was adjourned at 9:27 AM.



**SCHEDULED**

**AGENDA ITEM (ID # 5214)**

*DOC ID: 5214*

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**Discussion and possible action on the Downtown  
Development Authority contributing to the purchase of new  
Holiday Decorations for the city.**



**SCHEDULED**

**AGENDA ITEM (ID # 5219)**

DOC ID: 5219

## **Approve and Authorize payment of \$163.48 for Christmas Decorating Contest and Weed Cutting Mailers from GL #**

**ATTACHMENTS:**

- Memo- DDA Mailers-agenda item (DOCX)



# Memo

**To:** Jodi Holbrook, Controller, Joey Richvalsky, DDA Chairperson

**From:** Katie Malin, City Clerk's Office

**Date:** 10-6-21

**Re:** DDA mailer cost & item for DDA agenda

Jodi,

The DDA will need to approve the payment of costs associated with the DDA Mailers for the decorating contest and weed cutting that were sent to members of the DDA District on 10/5/21 by the Clerk's Office. The agenda item for Monday, October 18, 2021 at 8:30AM is as follows:

**Approve and Authorize payment of \$163.48 for Christmas Decorating Contest and Weed Cutting Mailers from GL # \_\_\_\_\_.**

Cost of mailers

392 mailers (196 decorating contest & 196 weed cutting letter)

196 envelopes

8 sheets Avery labels

Total of 596 pieces @ \$.10 each = \$59.60

Total postage (196 envelopes w/ mailers) @ \$.53 = \$103.88

Total for mailers & postage = \$163.48

Attachment: Memo- DDA Mailers-agenda item (5219 : Christmas Decorating Contest Mailer)